

State of South Carolina  
Department of Public Safety  
Office of Highway Safety and Justice Programs



Request for Proposals  
GMIS Open for Applications on April 5, 2017  
Proposal Submission Deadline: 5:00:00 p.m. on May 19, 2017

**Request for Proposals Solicitation for  
FFY2017 Victims of Crime Act (VOCA) Funds  
FFY2017 Violence Against Women Act (VAWA) Funds  
FY2018 State Victims Assistance Program (SVAP) Funds**

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs, is pleased to announce the availability of VOCA, VAWA, and SVAP funds to eligible agencies and organizations that apply. All applications focusing on services for victims will be considered. Each of the three programs listed above has its own specific requirements and focus, so applicants are encouraged to review the material on each program before beginning an application. Guidelines and overview documentation is available at <http://www.scdps.gov/ohsjp/voca.asp> and in this document. Applicants must provide match, cash or in-kind. Applications will be accepted online through the Grants Management Information System (GMIS) until **5:00 p.m. May 19, 2017**. No applications will be accepted after this deadline. Successful applications will include the following: a project budget, budget narrative, problem statement documenting need including current statistics, project description, list of collaborating entities, and specific and measureable outcomes and performance indicators as well as all required attachments. Please review the application at least three weeks prior to the deadline to ensure system compatibility and full understanding on the requirements.

The project period for this solicitation is October 1, 2017 through September 30, 2018. Award or denial responses will be mailed to the Official Authorized to Sign and the Project Director listed on the original application on or about September 2017.

For further information please visit [www.scdps.gov/ohsjp](http://www.scdps.gov/ohsjp). If you have any questions, please contact Joe Corey at [joecorey@scdps.gov](mailto:joecorey@scdps.gov), or (803) 896-9958, Virginia Funk-Currie at [virginiafunkcurrie@scdps.gov](mailto:virginiafunkcurrie@scdps.gov) or (803) 896-8340, William House at [williamhouse@scdps.gov](mailto:williamhouse@scdps.gov) or (803) 896-7896, or Barbara Jean (B.J.) Nelson at [bjnelson@scdps.gov](mailto:bjnelson@scdps.gov) or (803) 896-08712.

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# Overview of the Funding

## Victims of Crime Act (VOCA)

The Victims of Crime Act (VOCA) was signed into law on October 12, 1984. The purpose of the Act was to enhance and expand direct services to victims of crime. The Act established within the U.S. Treasury a separate account known as the Crime Victims Fund. The fund is not supported by tax dollars but rather is generated entirely by fines, penalty assessments, and forfeited bonds collected by the federal government. The U.S. Department of Justice, Office for Victims of Crime (OVC) makes annual VOCA crime victim assistance grants to states from the Crime Victims Fund housed in the U.S. Treasury. The Office of Highway Safety and Justice Programs (OHSJP) within the S.C. Department of Public Safety (SCDPS) is designated as the administering agency for subgrants issued with funds from VOCA.

In South Carolina, the primary purpose of VOCA is to support the provision of direct services to victims of violent crime throughout the state. The program goal is to provide federal funding through grant awards to certified private non-profit organizations and public/government agencies for projects that will provide, enhance, improve, and expand direct services to victims of violent crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. A crime victim is defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Secondary victims of crime include family members of a homicide victim, a minor, an incompetent victim, or a victim who is physically or emotionally incapacitated as a result of the crime. The definition regarding victims is also stated in the Omnibus Criminal Justice Improvement Act for serious and violent crime victims and the South Carolina Victims of Crime legislation (16-3-1506, et seq.). Please note that projects providing services to offenders are not eligible for funding under VOCA.

On August 8, 2016, the OVC issued the VOCA Victim Assistance Program Final Rule (81 FR 44528) updating and outlining approved uses for the VOCA funds. A comparison between the Final Rule and the VOCA Victim Assistance Program Guidelines (62 FR 19607, Apr. 22, 1997) is available here <https://www.ovc.gov/pubs/comparison-VOCA-victim-assistance-guidelines-and-final-rule.pdf>

Major changes include:

A broader definition of the spousal abuse category “all victims of domestic and intimate partner violence—encompassing violence or abuse by one person against another in a domestic context or intimate-partner context—as the definition does not require legal recognition of any particular relationship, nor does it implicate State or territorial laws concerning marriage rights”.

A broader and clarifying definition of victim eligibility, “...regardless of a victim’s participation in the criminal justice process, and adds that victim eligibility under this program for direct services is not dependent on the victim’s immigration status”

Adds safety planning as an allowable expense. Adds short-term (up to 45 days) in-home care and supervision

services for children and adults who remain in their own homes when the offender/ caregiver is removed

Allows for legal assistance services on non-emergency and emergency basis where reasonable and where the need for such services arises as a direct result of the victimization and is broadly drafted to include legal assistance with victim-related family law matters and other non-tort legal services in a civil context. Such non-tort, civil legal services include, but are not limited to, assistance in divorce, and child custody and support proceedings.

Subject to any restrictions or limitations set by the SAA, (see Appendices for guidelines) permits transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.

For technology projects, subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, e-mail systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering whether such procurement will enhance direct services; how any acquisition will be integrated into and/or enhance the program's current system; cost of installation; cost of training staff to use the automated systems and technology; ongoing operational costs, such as maintenance agreements, supplies; and how additional costs relating to any acquisition will be supported.

VOCA funds cannot be used to support prosecution, evidence collection, or perpetrator services.

## Violence Against Women Act (VAWA)

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs (OHSJP), has been designated as the State Administering Agency (SAA) for the Services Training Officers Prosecution (STOP) portion of the VAWA funds, authorized originally under Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and reauthorized approximately every five [5] years. Appropriations for VAWA are part of the United States Department of Justice Office on Violence Against Women (OVW) budget, and subject to approval by Congress.

VAWA projects should enhance the capacity of local communities to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. The purpose of VAWA is to encourage states and localities to restructure and strengthen the criminal justice system's response, to be proactive in addressing violence against women, to draw on the experience of all participants in the system, and to provide victim services.

VAWA projects must develop and implement victim-centered trauma-focused strategies that encourage collaboration among state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including culturally competent, community-based organizations as well as law enforcement, prosecution, the judiciary, pretrial services, probation and parole, and other critical partnering entities. Applications must include documentation showing that tribal, territorial, state, or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications and will continue to solicit input during implementation in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.” 42 U.S.C. § 3796gg–(d) (4).

In South Carolina, the VAWA Program goal is to provide federal funding through competitive grant awards to certified private, non-profit organizations and public/governmental agencies for projects that will provide, enhance, improve, and expand prosecution, law enforcement, court, and direct services to female victims of the crimes of domestic violence, sexual assault, teen dating violence, and stalking who are over the age of eleven. The South Carolina VAWA State Implementation Plan is available upon request.

Grants under the VAWA Program (Full text of the reauthorization of VAWA 2013 is available on the Office on Violence against Women website, <http://www.usdoj.gov/ovw/>) must meet one or more of the following statutory (42 U.S.C. § 3796gg(b)) purpose areas (Identification of which federal program purpose area your project will address should be listed on page 11, section F, of the actual grant application. Use the number of the purpose area your project will address):

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - a. the development and implementation of training for local victim domestic violence service providers and to fund victim services personnel to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
  - c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.



VAWA funds may also be used to provide civil justice assistance but only in cases that bear directly and substantially on criminal justice matters or that is inextricably entwined with criminal justice matters. Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, VAWA funds may not be used to support services for obtaining divorces.

VAWA funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence curricula for K-12 schools. VAWA funds may be used for an adolescent program for primary victims over the age of 11.

## State Victims Assistance Program (SVAP)

In 1986, the General Assembly of South Carolina passed the Omnibus Criminal Justice Improvements Act (§24-3-40 of the South Carolina Code of Laws). Pursuant to this section, a percentage of the wages earned by inmates participating in the South Carolina Department of Corrections' Work Release Program must be placed on deposit with the State Treasurer for credit to a special account to support victim assistance programs established pursuant to the Victims of Crime Act of 1984, Public Law 98-473, Title II, Chapter XIV, Section 1404. Following recent amendments to the state legislation, twenty percent of inmate's wages are transferred to SVAP and fifteen percent of the twenty percent is remitted back to the Department of Corrections for the support of the work release program. The remaining five percent is administered by the Department of Public Safety, Office of Highway Safety and Justice Programs, and is designed to complement and coordinate with the federal Victims of Crime Act (VOCA) funds.

## Purpose

This document provides potential applicants with program criteria and eligibility information so that project application proposals may be prepared. The OHSJP is strongly committed to working closely with potential applicants to provide technical assistance and information on a proposal when requested. However, the OHSJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the Request for Proposal and the date that competitive proposals are due, the OHSJP can answer only technical questions about the grant application. If you need to address a concern or problem, please contact one of the staff members listed below:

### Programmatic Staff

Barbara Jean (B.J.) Nelson (Program Manager)	(803) 896-8712	<a href="mailto:BJNelson@scdps.gov">BJNelson@scdps.gov</a>
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### Grants-Accounting Staff

Daphne Shook (VOCA)	(803) 896-8406	<a href="mailto:DaphneB.Shook@scdps.gov">DaphneB.Shook@scdps.gov</a>
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Laura Barnes (VOCA)		<a href="mailto:LauraBarnes@scdps.gov">LauraBarnes@scdps.gov</a>
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## Program Purpose Areas

### VOCA

The VOCA guidelines require that each state allocate at least ten percent (10%) of the total VOCA allotment to be spent in each of the following priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Previously Underserved Victims of Violent Crime - may include but are not limited to:
  - Survivors of Homicide Victims
  - Elder Abuse Victims\*\*
  - DUI/DWI Victims
  - Adult Survivors of Incest

\*\* For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

### VAWA

Pursuant to the STOP Violence Against Women Act, a percentage of the total VAWA allotment, without duplication, must be spent in each of the following priority program areas:

- 25% Prosecution
- 25% Law Enforcement
- 30% Non-profit, non-governmental direct services, 10% of which must be awarded to culturally-specific community-based organizations
- 5% Courts (these applications must be from a court entity. No other entity is eligible for this category)

The remainder of the funds may be spent at the discretion of the state to address identified state program goals.

### SVAP

According to SVAP Guidelines, the following are priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Law Enforcement Victim Assistance
- Training Grants
- Previously Underserved Victims of Violent Crime - may include but are not limited to:

- Survivors of Homicide Victims
- Elder Abuse Victims\*\*
- DUI/DWI Victims
- Adult Survivors of Incest
- Native Americans
- Domestic Violence Victims in Need of Transitional Housing

\*\* For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

Training grants will be awarded based upon the availability of funds. Training grants are funded on a yearly basis. No match is required for training grants.

## Policies and Overview of the Application Process

**GRANT PERIOD:** October 1, 2017 – September 30, 2018

### **ESTIMATED AMOUNT OF FUNDS AVAILABLE FOR FFY2016:**

**VOCA** – \$33,000,000      **VAWA** –\$2,000,000      **SVAP** – \$750,000

After the first year of a project, the applying entity is eligible to apply for continuation funding, contingent on the following:

Successful programmatic monitoring reports by the end of the funding year.

Successful financial monitoring reports by the end of the funding year.

Timely submission of requests for reimbursement.

Timely submission of progress reports.

Services have not been or cannot be continued with other funding sources (state or local).

The applicant has documented efforts to obtain permanent funding.

The level of effort, including volunteer hours, must not have been reduced.

## Estimated Timeline and Overview

April 5, 2017	Grants Management Information System (GMIS) opens to receive applications.
May 19, 2017	Applications due by 5:00 p.m. via GMIS.
TBD Early September	Publish notice of grant awards and mail award packets and denial letters.
October 1, 2017	Project Period begins. Funds may not be obligated prior to this date.
October 31, 2017	Deadline for submission of signed grant award letter and fully-executed Special Conditions

Applications are carefully reviewed to ensure that only projects with a significant likelihood of success are funded. Priority for funding is based upon the following factors:

- Project eligibility as determined by the priority program areas.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Interagency support and multi-jurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project (written agreements should be included).
- Number of crime victims the proposed project would serve.
- Current or past grant performance. Projects that have been previously funded by the OHSJP will be reviewed for compliance, financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.
- Memorandums of Agreement will be required if the proposal is funded and must include all the entities mentioned in the interagency section of the application proposal.

### **Additional VAWA-Specific Funding Factors:**

- Previously underserved or unrecognized populations that will benefit from this project; e.g., immigrant women/children, Native American Indians, homeless, LGBT communities, disabled or challenged populations, etc.
- Areas with limited resources, at risk non-urban areas, or rural areas.
- Compliance with state guidelines for service and administrative standards.
- Documentation that the applicant has consulted with victim service providers on the development of the application and that they will continue to work with the agencies in their area to ensure the success of the project.

## Match Requirements

**VOCA:** 80 percent Federal and 20 percent In-kind or cash support from non-federal sources.

\*Tribal organizations are now EXEMPT from the match requirement.

**VAWA\*:** 75 percent Federal and 25 percent In-Kind or Cash support from non-federal sources.

\*Non-profit, non-governmental victim services programs and tribal organizations are EXEMPT from the match requirement.

**SVAP:** 80 percent State and 20 percent In-Kind or Cash support from non-federal sources.

In-kind contributions represent a project's non-cash outlay. An example would be an in-kind contribution of volunteer hours. In-kind contributions are determined at their fair market value. Cash match may be applied from local, state, public, or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas. All match on grants must be verifiable in program/agency records and provided for in the approved budget; not included as part of cost sharing on another project; necessary and reasonable for efficient accomplishment of project objectives; allowable costs; non-federal dollars; in compliance with all federal and state guidelines; and of an appropriate percentage. In other words, if the activity being proposed as match could not be directly funded as part of the application budget, it cannot be used as match.

Volunteer services used as in-kind match are allowable and recommended. VOCA projects must have at least one volunteer providing assistance to the project regardless of the kind of match used. Volunteer services may be professional or technical services, consultants, skilled, or unskilled labor assisting on the project. The rate is \$25 an hour for all direct service volunteer hours. Any direct service volunteer hours are documented at 100%, and on-call hours are recorded at 33% of actual time. Records must be maintained documenting all service delivery, with verifying signatures of both the volunteer and the person who supervises them, in blue ink. Forms for this purpose may be obtained on the SCDPS website.

Note: Any non-compliance with volunteer hours match documentation (either submitted with the request for reimbursement or as individual volunteer log support documentation kept as documented backup for summary log), will result in the agency being required to provide cash match.

Match is calculated from the total amount, not the grantor amount (amount from the funding stream, VOCA, VAWA, or SVAP)

Grantor + Match = Total

OR,

Amount of the project award from the awarder + the amount of cash or in-kind match from the awardee = Total award.

### CASH MATCH Example:

Agency A submits a project proposal application under VOCA (80/20 match) for \$60,000 and decides to match with cash.

Grantor: \$60,000

Match: \$15,000

Total: \$75,000

In essence, the agency will spend \$75,000 and be reimbursed for \$60,000. Or spend \$1 and receive 80 cents.

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WHOLE DOLLARS ONLY	<b>BUDGET DESCRIPTION</b>	Page 2
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MATCHING FUNDS CATEGORIES			GRANTOR	CASH	IN-KIND	TOTAL
<b>PERSONNEL</b>						
<b>SALARIES</b>		% of Time				
Position Title	On Project	Quantity				
LEVA	100	1	\$30,000	\$7,500	\$0	\$37,500
LEVA	100	1	\$30,000	\$7,500	\$0	\$37,500
			\$0	\$0	\$0	\$0
Add New						
<b>TOTAL SALARIES:</b>			\$60,000	\$15,000	\$0	\$75,000

### IN-KIND MATCH Example

Agency B submits a project proposal application under VOCA (80/20 match) for \$60,000 and decides to match with volunteer hours valued at \$25/hour.

Grantor: \$60,000

Match: \$15,000

Total: \$75,000

In essence, the agency will spend \$60,000 and be reimbursed for \$60,000. Or spend \$1 and receive \$1. This is because In-kind match is in addition to the cost of the project. \$15,000 in volunteer hours will equal 600 hours.

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WHOLE DOLLARS ONLY	<b>BUDGET DESCRIPTION</b>	Page 2
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MATCHING FUNDS				GRANTOR	CASH	IN-KIND	TOTAL
CATEGORIES							
<b>PERSONNEL</b>							
SALARIES		% of Time					
Position Title		On Project	Quantity				
Therapist		100	1	\$30,000	\$0	\$0	\$30,000
Therapist		100	1	\$30,000	\$0	\$0	\$30,000
Volunteer Hours			600	\$0	\$0	\$1 15,000	\$0
<input type="button" value="Add New"/>							
TOTAL SALARIES:				\$60,000	\$0	\$ 15,000	\$ 75,000

All volunteer hours are recorded on forms available on.....  
[http://www.scdps.gov/ohsjp/voca/victim\\_services\\_supplemental\\_forms.asp](http://www.scdps.gov/ohsjp/voca/victim_services_supplemental_forms.asp) ; signed by both the volunteer and the Volunteer Coordinator or the Project Manager; totaled on the Volunteer Hours Cumulative Hours Log form; and sent in with the agency's request for reimbursement.

If the agency chooses to match with other staff salaries, a Summary Time Sheet must be submitted showing total hours worked and hours worked specifically on this project. The form is signed by the staff and submitted with the agency's request for reimbursement.

Note: GMIS does not calculate totals or match percentages. A separate Excel spreadsheet is available upon request as an aid to applicants.



## Allowable Expenses/Line Items

The following is a listing of services, activities, and costs that are eligible for support with grant funds (please note this list is not exhaustive):

- Those services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); specialized equipment that make services more accessible to victims with disabilities; emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
- Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members providing emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- Services that are directed to the needs of the victims. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; childcare to enable victims to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; costs of respite care for a dependent adult when this enables the victim to attend court; and restitution advocacy and assistance with victim impact statements.
- Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
- Forensic examinations for sexual assault victims only to the extent that other funding sources (such as State Crime Victim's Compensation, private insurance, or public benefits) are unavailable or insufficient.
- Translation expenses and/or devices.
- Costs which are necessary and essential to providing direct services such as pro-rated cost of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers. Rent must be at the prevailing rate and not exceed a maximum of \$10 per square foot. Rental space must not exceed 150 square feet a person.
- Services that assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; and helping to apply for public assistance.
- Costs that are directly related to providing direct services through staff.
- Personnel, operating expenses, equipment, and supplies that are necessary to implement the project. All expenditures must be related to the direct implementation of the project.
- Personnel must dedicate 100 percent of their time to grant activities.
- Audit fees can be included in budget to cover costs associated with an audit of the project if the sub-grant

agency receives an excess of \$500,000 in federal funds.

- Funds can be used to purchase materials such as books, training manuals, and videos for direct services providers within the organization.
- Presentations that are designed to identify crime victims and provide or refer them to needed services are allowable. Activities and costs related to such programs including presentation materials and brochures can be supported. Grant-funded personnel may dedicate only 10% of their time to this type of activity. (Not applicable to VAWA).
- Training is an allowable cost only in the context of direct service staff development and especially for volunteer staff. Training programs must improve the skills of service providers in meeting the needs of crime victims. Subgrantees are encouraged to provide line items in their proposals for training opportunities.
- Funds can be used to purchase memberships if the following criteria are met: (1) funds can only purchase organizational memberships for the service agency as opposed to individual membership for staff, (2) memberships must be purchased only in criminal justice and victims' organizations, and (3) subrecipients are limited to using funds to purchase no more than three memberships in national/state organizations per year.
- Volunteers may be charged as in-kind match at an hourly rate of no more than \$25 an hour.
- Individual consultant fees are limited to \$81.25 per hour and require a contract available on [http://www.scdps.gov/ohsjp/voca/victim\\_services\\_supplemental\\_forms.asp](http://www.scdps.gov/ohsjp/voca/victim_services_supplemental_forms.asp)
- Furniture purchases must comply with the Grant Terms and Conditions listed at the end of the grant application. Funds may be used for furniture and equipment that can be demonstrated as providing enhanced direct services to crime victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, funds can support a pro-rated share of such an item.

**Additional VAWA-Allowable Expenses:**

- Expenses to support evidence documentation for domestic violence and sexual assault cases.
- Expenses of dedicated investigators or prosecutors focusing on domestic violence, sexual assault, stalking, or teen dating violence cases involving victims over the age of 11.
- Office supplies are limited to no more than \$750 a project or \$750 per site with multi-site projects subject to SAA approval.

**Additional VOCA/SVAP-Allowable Expenses:**

- Relocation expenses for domestic violence victims to secure transitional housing, including first month's rent, one month's mortgage utility/rent deposits, and emergency items on a case by case basis. SVAP funds may also be used to support staff time in locating resources to assist victims with these expenses.
- State Agencies may charge any approved indirect cost rate to this grant.
- Needs assessment and program evaluation costs.

## Funding Restrictions or Unallowable Expenses/Line Items

The following services, activities, and costs cannot be supported with grant funds:

- Fund-raising activities.
- Lobbying and administrative reform. Funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- Perpetrator rehabilitation and counseling. Subgrantees cannot use funds to offer rehabilitative services to offenders.
- Needs assessments, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, or special commissions, which study and/or research a particular crime victim issue.
- Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities, and expert testimony at a trial. Additionally, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with funds. (Not applicable for VAWA.)
- Indirect organizational costs such as liability insurance on building and vehicles; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction costs.
- Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills. Note: This is accomplished through the State Office of Victim Assistance with VOCA Compensation Funds.
- Nursing home care (other than emergency short-term nursing home shelter as previously described), home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. Grant funds cannot support medical costs resulting from victimization. Note: This is accomplished through the State Office of Victim Assistance with VOCA Compensation Funds.
- Salaries, fees, and reimbursable expenses associated with administrators, board members, and executive directors. The only exception to this is a documented need for an executive director's expenses unless these expenses are incurred while providing direct services to crime victims.
- Costs of sending individual crime victims to conferences.
- Development of training manuals and/or extensive training materials. (Not applicable for VAWA).
- Activities that are exclusively related to crime prevention.
- Uniforms or personal accessories.
- Costs in applying for a grant.
- Any expense prior to the grant award date.
- Compensation to federal employees for travel or consulting fee(s).
- Entertainment.

- Providing food/beverages/meals at trainings, conferences, or meetings.
- Personnel costs where the employee spends less than 50 percent of his/her time on the project -- match or federal dollars.
- Capital Improvements of any type.
- Weapons, Bulletproof vests, Law Enforcement Vehicles, and/or Equipment that could be used for regular law enforcement duties.

**VAWA-Specific Restrictions:**

- Any purchase, lease, or other contracted use of a vehicle. Vehicles of any type are no longer an allowable expense. Bonuses or commissions.
- Military-type equipment, firearms, or weapons.
- Corporate formation.
- Imputed interest.
- Programs or services designed specifically for children under the age of 11 years.
- Programs or services designed specifically for males, however, male victims may be served under a VAWA grant-funded project IF the project focuses on adult female victims AND the male victim is similarly situated.

## Supplement/Supplant Requirements (Excluding Non-Profit Entities and Tribal Organizations)

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of federal aid, be available or forthcoming for programs to combat violence against women or provide direct services to victims of violent crime, in the case of VOCA. Instead, grant funds must be used to increase the total amount of such other funds used. A grant recipient may not use federal grant funds to pay for programs that the recipient already has obligated. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to diminish violence against women, the grantee must make the expenditures to support the prior commitment, and use the VAWA grant to enhance the project or provide additional, but not duplicative, services. The same restriction holds for VOCA funds.

## Eligibility Requirements

Any certified private non-profit organization or public and/or government agency (local, county, or state) is eligible to apply for funding for an allowable project. Regional planning commissions or councils of governments and private for-profit centers are not eligible to apply.

Each organization must:

- Provide services directly to victims of crime and reflect the approximate number of victims to receive direct service in the grant application.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources. Agencies must be able to document that they have established a financial base level of non-federal support within the 25-50 percent range.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities and reflect the number of active volunteers in the grant application.
- Provide program information to the majority of agencies that assist with victims of crime in the agency's service delivery area.
- Maintain statutorily-required civil right statistics on victims served by race or national origin, sex, age, and disability within the grant period. Provide reasonable and time-limited access to documents, papers, and records to determine compliance with civil rights laws.
- Provide services to victims at no charge.
- Maintain confidentiality of client-counselor information.
- Provide statistical information to the OHSJP concerning staff, volunteers, and clients (no names).

### **Additional VAWA-Specific Requirements:**

- In accordance with Section 40121 of the Act, the states may award competitive formula grant funds to state agencies, units of local government, non-profit, non-governmental victim services programs, and Indian tribal governments. Any certified private non-profit organization, faith-based organization, or public/government agency (local, county, or state) is eligible to apply for grant funds under the VAWA Program.
- Meet non-supplanting requirement.
- Meet all Personal Health Information Protection Act, 2004 requirements.

## Suspension or Termination of Funding

The SAA may suspend, in whole or in part, terminate funding for, or impose another sanction on, a subgrantee for any of the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions.
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Failure to submit reports, financial or programmatic.
- Non-performance of grant-approved objectives in whole or in part.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

## Project Review Requirements and Overview

Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the proposed solution. The grant application leads the applicant through a structured approach to problem solving. Successful applicants use the application structure to help the reviewer understand the problem and understand the proposed solution. The following pages explain the standards by which each application is judged and items of importance during the review process:


- **Project Definition** - Any funds requested must be for the implementation of a new project or the enhancement of an existing project. The project must address the activities as identified on the grant.
- **Project Impact and Priority Areas** - The project should be designed to address the crime victim service problems and needs of the area to be served. An analysis of how this project could improve these problems should be shown.
- **Project Feasibility** - Applications should describe sufficiently and clearly how the project will be implemented.
- **Interagency Collaboration** - Priority will be given to projects demonstrating coordination and collaboration between the applicant and other associating agencies. Written agreements and/or protocols will be required if awarded.
- **Project Title** - The project title must reflect the scope of the project concisely(Example: Volunteer Coordinator) and not the agency's name.
- **Project Summary** - Must include the names of counties to be served by the project.
- **Design Quality of Proposal** - The proposal is clearly written, supported by facts, and contains measurable objectives and performance indicators.

The following list includes some of the required parts of the application:

- **Budget** - Proposed expenditures are reasonable and adhere to the guidelines; equipment and personnel are documented; each expenditure must be explained in detail in the budget narrative and include an explanation of need as it pertains to this project.
- **Interagency Coordination** - Clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and better serve crime victims.
- **Problem Statement** - Is clearly defined and based upon facts, a needs assessment, or statistics.
- **Project Description** - Tells the reviewer exactly what the project plans to do. outlines that the project has been well-planned, has a good likelihood of success, and lists which counties will be served.
- **Objectives** - Are relevant, specific, and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when. Include no more than five solid objectives.
- **Performance Indicators** - The indicators match objectives number by number and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- **Other Relevant Factors and Requirements** - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation. This includes the completion of the "Source of Income" page of the grant application.

## Proposal Application Instructions

Using Internet Explorer only, as GMIS will not perform reliably with any other browser, go to <http://www.scdps.gov/ohsjp/> Click on the red GMIS banner to reach the log in page.




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M - F (8:30 am - 5:00 pm) [www.scdps.gov/hof](http://www.scdps.gov/hof)  
5400 Broad River Road, Columbia, SC 29212

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- Eligible Areas of Funding
- Highway Safety Grant Cycle
- Highway Safety Grant Forms
- Request For Payment Form
- Quarterly Progress Report
- Final Narrative Report Form
- Monthly Enforcement Data Report Form
- FFY 2018 Funding Guidelines (pdf)



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- Target Zero: A Goal We Can All Live With (VIDEO: view the PSA here)
- School Zone Safety
- School Bus Safety
- Bicycle Safety
- Buckle Up, SC
- Sober or Slammer
- ¡Sobrio o Sentenciadol!
- NHTSA Child Passenger Safety Program



**GMIS LOGIN**  
GRANTS MANAGEMENT INFORMATION SYSTEM

**Quick Links**

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If your agency does not have a GMIS login, enter an email that will be checked frequently (the OHSJP suggests creating an email specifically for GMIS); enter a password and click “new account”. Below you will see the entry screen

Enter the Email address and password you wish use to access the Grant Management System.

E-mail Address	<input type="text" value="gmistestpage@nosuchemail.com"/>
Password	<input type="password" value="••••"/>
Agency Name	<input type="text"/>
Phone	<input type="text"/>
<input type="button" value="Create Account"/> <input type="button" value="Back"/>	

Enter agency information and click “create account”. This will take you back to the login screen. Enter the same email address for login name and the same password information as before and click submit.



**GRANTS MANAGEMENT INFORMATION SYSTEM**

OFFICE OF JUSTICE PROGRAMS  
OFFICE OF HIGHWAY SAFETY

Login Name:

Password:

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[Click here for Application Instructions for Web-Based Grant Management Information System](#)

Comments or Questions  
([Office of Justice Programs](#); [Office of Highway Safety](#))



This will show you a screen called your “master list” where you can create a new application, or work with an existing application if your agency has any.

Note: If you forget the password, or user name, or Login Name, do not create a new login unless you wish to lose historical data. Program staff can assist with this type of problem.

<a href="#">Status</a>	<a href="#">Department</a>	<a href="#">Grantor</a>	<a href="#">Match</a>
------------------------	----------------------------	-------------------------	-----------------------

Select [New Application](#) to add a Grant to this Masterlist.

Clicking on “new application” will give you a choice of funding streams for which to apply. Choose the one you want, and GMIS will magically create an empty application for you to fill in. GMIS will also create a (T) number that identifies this new application while you are editing. GMIS allows you to exit and reenter the system to work on the application in segments, or to allow more than one person to work on the application using the same login name. Once the application is complete and submitted, GMIS will change the (T) number to an application (A) number that shows the designation of application under review, the funding stream, the fiscal year, and the place in the queue in relation to other submitted applications. Please be aware you will not be able to submit an application after the 5:00:00 pm deadline on the due date.

Note: Working on the budget in reverse order will help your agency. Pages two and three should be completed before transferring the totals to page one.

## **PAGE 1**

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Section 1: Insert the County Number and the name of the county where the applicant’s main office is located. State agencies will use County Number 00 – State Agency. Solicitor’s Offices will use 0A – Solicitor. The County Number required depends upon the location of the office requesting the funds. If the agency’s jurisdiction or project service area is larger than one county, other counties may be listed below the main county.

Section 2: Grant Period: Indicate the grant's duration (period of time the project activities will be performed under this grant), in this case October 2017 to September 2018. Awards are considered to begin on the first day of the month and end on the last day of the month.

Section 3: Project Title: The name given to the project should be short and descriptive of the task to be accomplished; e.g., "Victim Advocacy".

Section 4: Project Summary: Provide a brief, concise description of the project. This section has a maximum limit of 300 characters. It should be a high-level executive summary.

Section 5a: Indicate if the application is an initial one (project has not been previously funded); or if the application is a continuation (continuation of a project funded previously).

Section 5b: Indicate the year of funding: Initial application would be the first year. Continuation project application would be either second or third year of funding. If the project has been continuously funded for more than three years, choose "other" from the dropdown menu and type in the number of years in the box below 5b. "Year of Funds".

Section 5c: VOCA, VAWA, and SVAP funds are awarded only on a "Reimbursable" basis.

Section 6a: Organization Type: Indicate if the applicant organization is state, city, county, private non-profit, or other organization. If "Other" is indicated, specify type; e.g., school district.

Section 6b: Indicate the U. S. Congressional District (First through Seventh) which will be served by this grant; e.g., 03, 02. If administered through a state agency or a statewide program, enter "0".

Section 7: These are required fields. Name and Address of Implementing Agency: The implementing agency is the agency that is responsible for carrying out the objectives of the grant. Please spell out everything.

Section 8: Budget: The budget is broken down into six major categories (Personnel, Contractual Services, Travel, Equipment, ~~Renovation/Construction~~, and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories and should reflect grantor costs and match as applicable. Please use whole dollar amounts. NOTE: Complete pages 2 - 3 of the grant application before completing this section.

Section 9: Check the appropriate line to indicate how the non-grantor share will be provided. If the "Other Appropriation" line is checked, please indicate the source. Leave blank if there is no agency match required. (VAWA Only – no match required for private non-profits or tribal organizations).

## **PAGES 2 AND 3 -- INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION**

The purpose of the Budget Description is to assist the applicant in developing a financial plan for their project and to provide the State Administering Agency (SAA) with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application. Costs are subject to review and approval by the SAA and must meet applicable Federal regulations as outlined in the Grant Application Terms and Conditions.

When determining how the item will be funded (Grantor, Cash Match, or In-Kind Match), please use the following definitions:

**Grantor Funds:** Funds provided through the SAA to the applicant.

**Total Funds:** The combined total of the Grantor, In-Kind Match, and Cash Match for the project.

**Cash Match:** Cash funds that the applicant has specifically provided and committed to the project. Match is restricted to the same use of funds as allowed for the federal funds. If the agency uses cash match, each line item will have a corresponding match amount.

*Example:*

MATCHING FUNDS CATEGORIES				GRANTOR	CASH	IN-KIND	TOTAL
<b>PERSONNEL</b>							
SALARIES	% of Time						
Position Title	On Project	Quantity					
Advocate	100	1		\$20,060	\$5,015	0	\$25,075

**In-Kind Match:** Value of non-cash contributions or services that the applicant has specifically received from a third party and committed to the project. Match is restricted to the same use of funds as allowed for the federal funds. If the agency uses In-kind match, the total match amount for all expenses of the project will be listed in the Personnel category as a separate line item.

*Example:*

MATCHING FUNDS CATEGORIES				GRANTOR	CASH	IN-KIND	TOTAL
<b>PERSONNEL</b>							
SALARIES	% of Time						
Position Title	On Project	Quantity					
Volunteer hours for match (4,567 hours)				0	0	\$91,340	\$91,340

## **BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS**

**PERSONNEL:** The personnel budget category is a summary of salary and employer contributions (fringe benefits). Personnel costs (salary and fringe benefits) must be consistent with the agency's policies and procedures and must be applied uniformly to both federally-financed and other funded staff of the agency. When applicable, the value of volunteer hours or other non-federal staff's salaries being used as in-kind match is also placed in the Personnel Category. NOTE: The definition for a part-time employee means that the employee does not work a full 40 (or 37.5) hours per week for the agency. This includes grant-funded activities and non-grant-funded activities.

**SALARY:** List each position by title, show the percent of total time worked for the agency spent on the project and the quantity of staff per title and the estimated cost. If applicable, also list the value of in-kind match in the in-kind match column.

**EMPLOYER CONTRIBUTIONS (FRINGE BENEFITS):** Provide the estimated cost for each applicable fringe benefit for all positions listed under Salaries. FICA is calculated at .0765.

**TOTAL PERSONNEL:** Total Salaries plus Total Employer Contributions equals Total Personnel. This amount will be carried forward to page one.

**CONTRACTUAL SERVICES:** For individuals other than professionals to be reimbursed for personal services on a fee basis, list each type of consultant or service. Fees charged by doctors, dentists, and psychologists must be listed under the *Other* budget category.

**TRAVEL:** Travel reimbursement will be limited to project personnel funded under the grant and critical volunteers. Itemize travel items one per line (examples include mileage, airfare, per diem or meals, parking, lodging, car rental, etc.). Registration costs should be placed in the *Other* Budget Category. Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally-financed and other activities of the agency. At no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service.

**EQUIPMENT:** Equipment is defined as an item which has a total cost (including tax) of \$1,000.00 or more per unit and a useful life of at least one year. Items should include description and quantity per item.

**RENOVATIONS/CONSTRUCTION:** Not applicable under these funds.

**OTHER:** All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are office supplies, office rent, utilities, equipment costing less than \$1,000 per unit, telephone, maintenance, software, printing costs, registration fees, lease agreements, professional fees (e.g., doctors, dentists, psychologists), etc. No "Miscellaneous" or "Etc." will be accepted or funded. Each subcategory should have its own line item and be explained as to cost, amount, and need on pages four and five.

## **PAGES 4 & 5 -- BUDGET NARRATIVE**

Ensure adequate justification and descriptions of budget items are provided on pages four and five, titled Budget Narrative. Pages 4 and 5 should be used to tie the grant's budget amounts (pages two and three) with the grant's project description (page 12) to show the need for the item(s). Reflect each budget line item with a corresponding narrative in the same order they are presented on pages two and three. DO NOT reflect dollar amounts on pages 4 and 5.

### **PERSONNEL CATEGORY:**

Pay special attention to descriptions of personnel. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (e.g., reclassification, additional supervisory responsibilities, etc.) must be fully justified. Unusual personnel increases from year to year will be considered only on an exception basis. Organizations must be prepared to bear the expense of any increases awarded prior to SAA approval.

Reflect in the description for each staff member (both grant-funded and applied match) whether the position is a full-time position or a part-time position. If the position is a full-time position, state the percent of time devoted to this grant. If the position is a part-time position, provide the total number of hours worked per week for the agency and the percent of time devoted to this grant. All personnel (funded or used as match) must keep time sheets and signed summary time sheets. These summary time sheets will be included with the agency's request for reimbursement. If the personnel (funded or used as match) work less than full-time, or contribute less than 100% of their time to project activities, they must keep signed time and effort sheets, which will be included with the agency's request for reimbursement.

### **CONTRACTUAL SERVICES CATEGORY:**

List the kinds of contractual services found on page 2 that are being requested and provide adequate justification and description for these services. Please note that the rate for these services may not exceed \$81.25 per hour with a daily cap of \$650.

### **TRAVEL CATEGORY:**

Describe the purpose of travel (grant activities and/or training). Reflect which position(s) will be reimbursed for travel under this grant.

If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Council's/Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

#### EQUIPMENT CATEGORY:

List each type of equipment and the quantity from page 3. Provide a complete description and justification for each item as well as the staff that will use said item.

#### OTHER CATEGORY:

List each line item from page 3 and provide a complete description and justification for each item.

The following items must have additional information as described below:

Office space must be dedicated to a particular funded staff member. Office space may not exceed more than 150 square feet per person; must be at the prevailing rates for the local area; and may not exceed \$10 per square foot annually. Any request for office space that exceeds these parameters will not be reimbursed without prior written approval from the SAA. On Page 4 or 5, provide the total square footage covered by the lease agreement, total square footage being charged to the grant, and the cost per square foot. A copy of the lease agreement with blueprints or measured area drawings will be required before reimbursement is made for office space. Please note that the grant can only be charged for the staff's portion of rental or lease costs. Mortgage payments will not be reimbursed, as this is unallowable.

Utility Costs: Utilities must be pro-rated. On page 4 or 5, provide the total square footage of the building plus the square footage dedicated to and occupied by each grant-funded staff person. If the percentage of the building used by the grant-funded staff is 15%, then 15% of the utility cost may be charged to the grant budget.

Telephone Costs: If telephone costs are not solely for grant activities, telephone costs must be pro-rated according to the grant's portion of those costs. On page 4 or 5, provide a description on how the phone charges charged to the grant have been calculated (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of telephone costs). If long distance calls are not pro-rated, the subgrantee must keep the bills on file for SAA review a log showing how long distance costs are calculated and charged to the grant.

Postage, Printing, Office Supplies, Program Materials and other costs that are not used solely for this grant's activities must be pro-rated according to the grant's portion of the agency's total budget. Provide on page 5 how this calculation was developed (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of costs).

Audit Fees: If the grant project's audit is a part of a larger organizational audit and if the audit is required to be in compliance with OMB Circular A-133, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10% of the organization's total budget, then 10% of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

## **PAGE 6 -- ACCEPTANCE OF AUDIT REQUIREMENTS**

The audit information required on Page 6 of the grant application lets the SAA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to Accounting - Grants must be provided. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled. NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.

## **PAGE 7 – ORGANIZATION DESCRIPTION**

Describe organizational activities. A copy of the agency's organizational chart including staff members' salaries and funding sources with percentages for staff that are funded by more than one source, a description of organizational structure, agency/program brochure(s), and relevant job descriptions must be submitted as attachments to the application. All organizations must justify and document how they currently provide or plan to provide effective services to victims. For an existing program, describe your past success with victims. If your organization is new, provide information that your organization is structured and well organized in both fiscal and programmatic areas. If the agency's jurisdiction is a city or town, please list the county in which the town sits.

## **PAGE 8 – INTERAGENCY COORDINATION**

Outline exactly how the agency promotes interagency coordination in public or private efforts to aid victims of crime. Document the agency's involvement with victims of crime organizations, task forces, and coordinating groups. Define any procedures the organization has implemented or plans to implement to assist victims seeking assistance through the Victim's Compensation Fund and other related organizations or victim services. If the project proposal is funded, the applicant will be required to submit a Memorandum of Agreement. This document must be customized for your region/service area/jurisdiction and signed by all agencies listed on page eight.

## **PAGE 9 – VOLUNTEER COORDINATION**

Outline the agency's volunteer program, including any activities and/or illustrations of how the volunteer program is organized and coordinated. List the number of volunteers and how the volunteers are trained, including future plans. Attach any policies for volunteers at the end of this proposal. Even if volunteer hours are not being used as match, documentation of volunteer hours with at least one volunteer is required under the VOCA guidelines.

## **PAGE 10 – PROBLEM DEFINITION**

Describe the problem exactly as it exists in your particular community. The problem definition identifies the nature and magnitude of the specific problem that you wish to address through the proposed program. In addition, analyze the causes of the problem. Remember to document the problem and not the symptoms or solutions of the problem. Document any statements with valid, updated statistical data, outlining the source/date of your information. A needs assessment for victims of crime in your local area is recommended.

## **PAGE 11 – GRANT STATISTICS**

This section allows the review team to understand an over view of the project.

VOCA:

Section E: List the counties this project will serve. Enter the name of county or counties, separated by commas. If the service area or jurisdiction is smaller than a county, list the town or city.

Section F: How many victims do expect to serve during the project period.

VAWA:

Section E: Enter the geographic area this project will serve. Enter the name of county or counties, separated by commas. If the service area or jurisdiction is smaller than a county, list the town or city.

Section F: Identify by number the program purpose area the project will address. This is a required field.

## **PAGE 12 – PROJECT DESCRIPTION**

The purpose of this section is to describe the broad goals of your program. In addition, describe a specific plan for conducting the program and a rationale for the tasks and activities to be employed to address the problem outlined in Section IV. Please outline in detail your overall program so that it is very clear to the review team what the project plans to accomplish. This documentation should include all activities from the time you initiate identifying the client to the job descriptions of all positions being funded. This documentation should include all activities; from the time you initiate intake of the client to the job descriptions of all positions being funded.

## **PAGE 13 – OBJECTIVES AND PERFORMANCE INDICATORS**

Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the problem(s) outlined in Section IV. They should describe who would do what by when and why. Provide no more than five objectives.

Based upon your measurable objectives, state exactly how each objective will be measured. Performance Indicators should be matched to your specific objectives, in a one to one ratio. Performance Indicators are activities that evaluate and document your programs as to whether each activity was successful.

Example 1.

Objective 1. Reduce the backlog of cases by 10%

Indicator 1: The project will record all cases pending on October 1. The project will track all incoming cases on a daily basis, along with the resolved cases and check percentages on a monthly basis. The project will submit reduction percentages at the end of the project year.



Example 2.

Objective 1. Provide Intake Assessment and Safety Planning to 100% of clients presenting at the program's satellite offices.

Indicator 1: The project will record all clients presenting at the main program office and the satellite offices by office. Case files will be reviewed on a weekly basis for all locations to determine 100% service level. A feedback loop will be established to determine where service gaps are evident and remedy any issues preventing 100% service delivery.

## **PAGE 14 – IX. PROJECT ASSESSMENT AND EVALUATION**

In addition to performance indicators, describe any planned methods or measurement tools that will be used to demonstrate how project activities were successful. This section is limited one-half page.

VAWA DOES NOT REQUIRE THIS SECTION DURING APPLICATION PROCESS. SHOULD THE PROPOSAL BE FUNDED, AN OUTCOME BASED EVALUATION PLAN WILL BE REQUIRED BY 30 DAYS AFTER AWARD.

This section will be left blank for VAWA applications until award, at which time an Outcome Based Evaluation Plan will be required no later than 30 days after award date. The instructions and form is available on our website at [http://www.scdps.gov/ohsjp/voca/victim\\_services\\_supplemental\\_forms.htm](http://www.scdps.gov/ohsjp/voca/victim_services_supplemental_forms.htm)

Should your agency/organization file a Outcome Measurement Form with United Way, this may be submitted in lieu of the Outcome Based Evaluation Plan. All projects funded by VAWA must document efforts to access, coordinate with, and serve the under and un served communities in their area. Please refer to demographic information for your area, statistics used in your problem statement, and the request for proposal information.

## **PAGE 14 – X. PROJECT CONTINUATION**

Do you feel that this project will be self-sufficient if federal assistance is no longer available? If no, please explain. Private non-profit agencies: 1) Are you receiving funds from City/County Council? If yes, how much will go toward the continuation of this project? If no, provide extensive, valid documentation that the project cannot be continued with other funding sources (other than these grant funds). What plans does your agency have to achieve project sustainability in the future? This section is limited to one-half page.

## **PAGE 15 – SOURCES OF INCOME**

This section allows the review team to see the financial structure and health of your agency/organization. Group like-funding sources together. Identify the source of the funding.

## **PAGE 16 – IMPLEMENTATION SCHEDULE**

This section is no longer required. It may be left blank.

## **PAGES 17-26 – GRANT TERMS AND CONDITIONS**

Submission of an application in GMIS signifies the agency's willingness to abide by and comply with all Terms and Conditions of the award, including Special Conditions. Further, submission of an application for funding signifies the agency's willingness to abide by and comply with any regulating federal guidelines for that particular program.

## **PAGES 27 AND 28 -- CERTIFICATIONS FOR APPLICANT**

The signatures of the grant officials (Project Director, Financial Officer, and Official Authorized to Sign) indicate that, should the project be funded, and in acceptance of the grant, the official has read, understands, and agrees to fully comply with all special conditions and the general and fiscal terms and conditions of the grant award. Original signatures will be required within thirty [30] days of the award date or at the Implementation Workshop, whichever is sooner. The name, title, agency, and address of each grant official must be typed or printed. These signatures constitute a part of the contractual agreement between the SAA and the agency.

The PROJECT DIRECTOR should be a person who has direct involvement with the project and who has knowledge of both programmatic and fiscal matters relating to the project. As the primary contact person for the project, the Project Director should be easily accessible to the grantor agency's staff. The Project Director should be bonded for no less than the total amount of the grant. This person or the Point of Contact Designee who will oversee the project on a day-to-day basis will be expected to attend the Implementation Workshop.

The FINANCIAL OFFICER should be a person who handles the agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant. This person or the Point of Contact Designee who will be responsible for requests for reimbursement will be expected to attend the Implementation Workshop.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit agency funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

NOTE: The Project Director, Financial Officer, and Official Authorized to Sign cannot be the same person. Each of the positions should list an address different than the agency address. Staff being funded under this grant may not be any of the above officials without prior written approval of the SAA.

## **Project Evaluation**

The evaluation process takes approximately three [3] months. It involves reading of the proposals, logging attachments and pertinent paperwork submissions as well as documenting level of completion of the actual application, review and discussion by both accounting and programmatic staff, checking budgets, summarizing for review by program managers, and finally, three 50 to 200 page documents for review by the Public Safety Coordinating Council (PSCC) for an approve or deny vote on each. After the vote, suggested budget revision paperwork is created, special conditions are finalized, and award/denial packets are created. These documents

are expected to be mailed out in early September of 2017

## Post-Award Expectations and Evaluation

An Implementation Workshop will be held approximately one month after award. Successfully awarded applicants will send the Financial Point of Contact person and the Project Director Point of Contact person. The signed grant award original and Special Conditions may be submitted at the Implementation Workshop, or mailed before, but must be submitted no later than November 15, 2017. Subgrantees will be required to submit progress reports at various times during the year. VAWA is bi-annual, VOCA is quarterly, and both will require a final cumulative performance report that will assess project status and successfulness of goals and objectives set forth in the original application. Should your agency receive an award, you will receive more information on these reports.

Subgrantees will receive at least one on-site monitoring visit of their project during the grant cycle. Financial management reviews are an essential ingredient of the monitoring and evaluation process and may be done separately from the programmatic monitoring visits. Financial reviews will be conducted through the Grants-Accounting Office of THE OHSJP. A checklist to prepare for the site monitoring is available upon request.

## Training

Each grant-funded person may attend at least one training course/seminar/workshop during the grant period. Prior approval to attend the training must be obtained by completing a Training Approval Request Form on GMIS before the training. Training Requests must include a detailed conference agenda as an attachment. Reimbursement of training expenses will not be processed for payment without the required documentation. Please refer to the RFP Presentation available on <http://www.scdps.gov/ohsjp/>.

## Glossary

**Assistance in Filing Compensation Claims** includes making victims aware of the availability of crime victim compensation and assisting victims in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of victims.

**Community Awareness** refers to an activity which raises the community's awareness of a particular service offered by an agency or organization. Activities which advance the general awareness of crime victim issues are not allowable.

**Criminal Justice Support/Advocacy** refers to law enforcement and prosecution investigation support, assistance during the investigation, and explanation of procedures, etc. Included in this advocacy are court related support, i.e., disposition information, victim impact reports, assistance with restitution, witness fees, intimidation intervention or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.

**Crisis Counseling** refers to in-person crisis intervention, emotional support, guidance, and counseling on an individual basis provided by counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime; immediately after a crime; at the first, in-person, contact between a counselor and victim (this would include meeting the victim in an emergency room, at a police station, or at a solicitor's office, etc.); during in-person contact for the duration of the crisis experience; or in the case of survivors of homicide victims or DUI/DWI, counseling may occur months after the victimization.

**Crisis Hotline** typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, information, and referral to victims and survivors.

**Emergency Financial Assistance** refers to locating emergency loans and petty cash; assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare and Medicare; and payments for taxis, food, emergency shelter and clothing.

**Emergency Legal Advocacy** refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.

**Follow-up contact** refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.

**Group Treatment** refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.

**Information and Referral** refers to telephone and in-person contacts with victims, identifying services and support available by subgrantee projects and other community agencies.

**Other** - Identify any services not listed that are offered to crime victims by the subgrantee program.

**Personal Advocacy** refers to assisting victims in securing rights and services from other agencies; intervention

with employers, creditors, and others on behalf of victims; and other general information on rights and remedies available to victims.

**Shelter/Safe House** refers to offering emergency short-term and long-term housing and related support services to victims and members of their family following victimization.

**Therapy** refers to intensive professional psychological/psychoanalytic treatment for individuals, couples, and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

**Training** refers to information imparted to a person who will use that information in the daily performance of their duties

### **VAWA-Specific Definitions**

**Child/Children** - Any person under the age of 11 years. VAWA Program funds cannot be used for grant programs exclusively designed for, or focused on, services or projects for children. Grant money may be used for children's needs only if the primary objective of the grant program is to meet the needs of female adult victims. For example, in a domestic violence shelter, the shelter may use money to meet the needs of children of women who are being served.

**Crime Victim** - For the purposes of the VAWA Program, a crime victim is a person, 11 years or older, who has suffered physical, sexual, or emotional harm as a result of the commission of a crime of domestic violence, sexual assault, stalking, or dating violence. Secondary victims of crime include family members or other intimately connected persons. If the project is written specifically for female victims, the Office on Violence Against Women allows and encourages provision of services to similarly situated male victims.

**Direct Services** - Efforts that respond directly to the needs and well-being of crime victims; assist primary and secondary victims of crime in stabilizing their lives after a victimization; help victims understand and participate in the criminal justice system; and provide victims of crime with a measure of safety.

**Domestic Violence** - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with, or has cohabited with, the victim as a spouse; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or by another adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this program, "domestic violence" also includes any crime of violence considered to be an act of domestic violence according to state law.

**Sexual Assault** - The term "sexual assault" means any conduct proscribed by Chapter 109A of Title 181, United States Code, whether the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

**Law Enforcement** - The term "law enforcement" means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

**Prosecution** - The term "prosecution" means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office or agency component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for state and local prosecutors; or enforcing victim compensation and domestic violence related restraining orders and orders of protection shall be considered "direct responsibility" for purposes of this program.

**Victim Services** - VAWA defines a victim services program as “a nonprofit, non-governmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.”